



Compliance and Enforcement Coordinator

About Us

The Greater Miramichi Service Commission (GMSC) is committed to building a resilient, united, and thriving region. Guided by our core values: Flow with Purpose (Leadership), Facilitate Unity (Collaboration), Foster Success (Accountability), and Flourish in Action (Responsibility), we deliver essential services and strategic leadership that enhance quality of life for all residents. At GMSC, we value inclusivity, transparency, and innovation, creating a workplace where diverse perspectives are respected and every team member contributes to shaping a vibrant, future-ready Greater Miramichi.

Your Role

The Greater Miramichi Service Commission's Development Services Division is preparing for a year of important changes and updates. As we strengthen our in-house compliance and enforcement capacity in 2026, we are seeking a **Compliance and Enforcement Coordinator** to play a key role in supporting responsible development and construction across the region.

Reporting to the Director of Planning, in this position, you will respond to complaints, monitor development activity, and support enforcement actions to ensure projects comply with provincial legislation and local by-laws. The Greater Miramichi area is known for its natural beauty, cultural heritage, and continued growth. This is an opportunity to play a meaningful role in supporting safe, fair, and consistent development across a growing and dynamic region.

Duties

The Commission is enhancing its approach to compliance and enforcement to provide a proactive, consistent, and resolution-oriented service to our member communities. As the Compliance and Enforcement Coordinator, you will help lead the delivery of this service by:

- Maintaining a visible presence in the community to support planning and building compliance and foster positive working relationships with property owners, applicants, and member communities.
- Responding to complaints, conducting site visits, and confirming potential violations.
- Working with applicants and property owners to close open permits and coordinate outstanding inspections.
- Monitoring active sites, verifying posted permits, and identifying illegal development or changes of use.
- Preparing enforcement files and documentation, including photos, notes, timelines, and correspondence.
- Serving Notices and Orders, tracking compliance deadlines, and supporting follow-up actions.
- Coordinating with Development Officers, Building Inspectors, and external enforcement units.
- Supporting legal processes by preparing files, liaising with legal counsel, and appearing in court when required.



Qualifications

We are seeking an experienced professional who is comfortable working through complex files, providing firm guidance when needed, and conducting themselves with tact and professionalism in situations that may be time-sensitive or carry financial or legal consequences for clients and communities. Essential qualifications include:

- Minimum of 5 years' experience in a regulatory, compliance, inspection, by-law enforcement, or similar role (planning/building experience is an asset).
- Post-secondary education in planning, building inspection, law enforcement, or a related field; an equivalent combination of education and experience may be considered.
- Strong knowledge of relevant legislation, preferably the *Community Planning Act*, the *Building Code Administration Act*, the *Provincial Offences Procedures Act*, and municipal by-laws.
- Demonstrated experience in investigation, evidence gathering, and file documentation.
- Strong communication skills, including tact, conflict resolution, and de-escalation abilities.
- Spoken and written competence in both English and French is required to ensure the ability to communicate with the public in their preferred language of choice, especially in enforcement or legal processes.
- Proficiency with computers and permitting systems.
- Valid driver's licence and reliable transportation.
- Ability to work independently and outdoors in varying conditions.

Location & Work Arrangement

This is an in-person position with travel throughout the Greater Miramichi Region. A valid driver's license and your own reliable vehicle are required.

Hours of Work

This is a full-time position based on a **35-hour work week**, Monday to Friday, **8:00 a.m. to 4:00 p.m.** Occasional evening work may be required to attend meetings or respond to time-sensitive matters.

Please forward a cover letter and a detailed resume along with two references to:

Greater Miramichi Regional Service Commission – Development Services
1173 Water Street, 2nd floor
Miramichi, NB E1N 1B2
E-mail: hr@gmsc.ca
www.greatermiramichisc.ca

Please include **“Compliance and Enforcement Coordinator Application”** in the subject line.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Help shape the future of the Miramichi region. Apply today.